



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Research Program Specialist I

Monthly Salary: \$4,833 - \$5,874

One Limited Term 24 Month/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5742-021

Refer to Job ID#09-BQM-036

Final Filing Date: July 9, 2010

General Statement of Duties:

Under the general direction of the Research Manager II (RM II), the Research Program Specialist I (RPS I) undertakes research and quality monitoring activities for the Managed Risk Medical Insurance Board (MRMIB). The RPSI is responsible for planning, organizing and conducting complex research studies by developing and running statistical models in SAS; provides leadership and consultation to MRMIB staff, contracted consultants, health, dental and vision plan partners and other State department staff. The RPSI coordinates with contracted consultant on the development of the solicitation and selection of an External Quality Review Organization (EQRO), oversees the activities of the EQRO, ensuring that all federal requirements are met and coordinates with external vendor on the administration of patient satisfaction surveys of Healthy Families Program (HFP) members. Analyzes and reports survey results. Researches and advises management on the quality monitoring and reporting requirements of the Children's Health Insurance Program Reauthorization Act (CHIPRA) of 2009 from the Centers for Medicare and Medicaid Services (CMS). The RPS I may act in a lead capacity and perform other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Strong analytical and technical skills
- Strong leadership skills
- Excellent written and oral communication skills
- Experience developing contracts for external consultants
- Experience working with external consultants and monitoring their activities
- Knowledge and experience using SAS for data management, statistical analysis and interpretation
- Strong computer skills, including experience with Microsoft Word, Excel and Access or other spreadsheet and database software
- Experience in consulting with and advising management, department staff and government entities on the feasibility and potential or actual impact of projects.
- Experience in program analysis and evaluation
- Ability to take initiative and work independently with little direction

OTHER EXPECTATIONS:

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Keeps abreast of available tools for performing statistical analysis.
- Demonstrates the ability to function as part of a team, work on multiple assignments and meet critical deadlines.
- An interest in health care quality improvement.
- A willingness to learn and share knowledge and experience with other team members

Who May Apply:

Individuals at the Research Program Specialist I level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In Section 12 of the application enter **Job ID# 09-BQM-036 and Position # 443-300-5742-021 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: July 9, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.